

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: SENIOR PAYROLL SPECIALIST

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To prepare, maintain and verify all payroll records and supporting documents for the District's classified and certificated employees. Employees in this classification receive general to limited supervision from management personnel. This job classification is responsible for independent decision-making and problem-solving in relation to the implementation of the District' payroll polices and procedures.

SUPERVISOR: Payroll Supervisor

TYPICAL DUTIES

Organizes, prepares and maintains all payroll records and information for certificated and/or classified personnel, including full-time, part-time, extra duty and overtime. Audits a variety of payroll-related information (e.g. contract requirements, timesheets, change of status forms, etc.).

Reviews employee pay rates for compliance with union contracts, labor laws and district policy/procedures. Calculates salary adjustments for overtime, extra duty and inconsistent duty and out-of-class compensation. Calculates payroll adjustments and retroactive payments from various personnel actions and makes necessary changes on existing records.

Ensures compliance of retirement laws and retirement eligibility and researches and resolves retirement discrepancies.

Processes and balances/reconciles each payroll in an accurate and timely manner to established controls.

Collects, receives and verifies a variety of documents, forms records and information and posts adjusts and/or transfers appropriate data to proper accounts, records and ledgers, etc.

Maintains files, journals, ledgers and worksheets to provide full documentation for related fiscal recordkeeping systems for major department, unit or the District.

Monitors, verifies, balances and adjusts assigned accounts.

Makes independent determination of accounting and/or financial recordkeeping problems; notifies appropriate supervisor of recommended resolutions.

Issues emergency payroll warrants and replacement payroll warrants.

Acts as an information source regarding payroll procedures and retirement matters to District employees.

Distributes payroll warrants and W-2 forms.

Assists auditors with required payroll information.

Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Proper office methods and procedures
- General accounting/recordkeeping principles and procedures as related to school district accounting/payroll
- Methods and practices in regards to public school system payroll procedures
- STRS and PERS reporting and reconciliation
- Tax regulations and all laws pertaining to tax withholdings
- Labor Laws and Education Codes pertaining to payroll processing
- Microsoft Excel and Microsoft Word Programs
- Proper use and operation of standard office equipment and machines

Ability to:

- Understand and carry out a variety of complex directions without continuous supervision
- Perform multiple technical tasks
- Apply District, State and Federal policies and regulations
- Perform standard accounting procedures accurately and rapidly
- Establish and maintain payroll records; prepare accurate statistical summaries and reports
- Establish and maintain accurate accounts and other fiscal records
- Maintain accurate records utilizing pertinent software applications
- Assemble, organize and analyze data in an effective and useful manner
- Operate a computer using specialized software package(s) and general software
- Maintain confidentiality of personnel and/or sensitive information
- Work under intense timelines
- Effectively communicate both orally and in writing
- Perform related duties as required

MINIMUM QUALIFICATIONS

Any combination of two (2) year college level coursework in accounting, finance or related fields and/or four (4) years of accounting experience preferred.